

# NJCFS/MACS-E NEWSLETTER

## INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

March 1994

Issue 6

### **MACS-E USER'S GROUP**

Since October 20, 1993 the Purchase Bureau has hosted a MACS-E User's Group meeting to address concerns and impart information about the new system. The general format is:

- A. Topic of the Day
- B. Contracts for Discussion
- C. Fixes and Enhancements
- D. Questions, Problems and Resolutions
- E. Committee Reports

The duration of the meeting is generally two hours. A great deal of information has been shared and discussed at the meetings resulting in a growing and learning process for all parties.

A committee to come up with a 'Cookbook style' MACS-E manual has been formed, a contract group for the procurement of pagers has been formed; and, as a result of agency participation, the upcoming copier term contract was re-configured to mirror the current contract.

Also as a result of these meetings it became apparent that there are problems and confusion on the part of vendors. A letter has since been drafted for mailing to the vendors and verbiage is being finalized to become part of the standard terms

and conditions for future Requests for Proposal.

A lot of ground has been covered, and user attendance and participation has grown with each meeting; that is being taken as a sign that we're (hopefully) doing something right. Interested in attending a meeting? Contact Diane Linker at 4-7049.

### **NJCFS USER GROUP**

The first NJCFS User Group meeting was held on February 23, 1994 at 9 a.m. Representatives of OMB, GSA and 67 NJCFS agency users met to discuss problems and issues regarding the system. Dick Anderson of OMB gave an overview presentation on NJCFS, illustrating the effect of various transactions on the General Ledger. Frank Gatti, Dick Anderson, Betty Jane Eddowes, Brant Burkhardt and other Office of Management & Budget NJCFS "experts" were on hand to answer questions and address the technical issues. A questionnaire was distributed soliciting agency needs and future User Group topics. We await your comments.

It was announced that a User Group federal subcommittee

is being coordinated by Bill Maughan of OMB, which will address those issues solely. We will communicate pertinent information from the subcommittee to the general group information via future meetings and the Newsletter.

***REMINDER:*** *NJCFS User Group Members are reminded that space is limited at User Group Meetings. Attendance is limited to departmental representatives selected by OMB.*

### **FOCUS**

Paula Anderson of OTIS discussed various aspects of FOCUS at the February 23 User Group meeting. There are 25 different NJCFS files available via FOCUS. Classes are booked through June 1994 and 50+ are waiting to be trained after June. The main goal is to train those who will use it most effectively. Since only about 25 percent of state staff trained in FOCUS use it, it is requested that agencies chose attendees carefully. If agencies wish to change/switch staff who are already scheduled to attend training, contact Dwanna Florence, Training Coordinator, at 530-8718. Reports, by department, were distributed at the User Group

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Meeting listing all staff already trained in FOCUS.

***IMPORTANT: Before attending training ensure that access to files is established.***

### **In-House Programs**

Joe Scarlata has not received any "canned" reports from state agencies. By sharing this information users will make it possible for OMB to create a menu-driven application by which all users may obtain FOCUS-based data. Contact Joe at 609-292-4604 if interested in sharing a FOCUS program which is already set up and working for you.

### **OPOL & ORQL Month-End FOCUS Files**

An agency has requested that the OPOL and ORQL NJCFS FOCUS files also be created at month-end. Currently these files are only created at week-end. Due to the large amount of storage that these files will occupy, we wish to learn if many agencies will benefit by our providing the month-end versions of these two files to FOCUS. Contact John Burrows at 4-5217 or via PROFS (TYMBURR) with your thoughts on this matter.

### **CHECK ISSUANCE**

When a payment voucher is posted in NJCFS, a check is

not issued until the vendor is in "good standing" and the scheduled payment date equals the processing date. A vendor is in good standing when the W-9 has been returned to the Vendor File Control Unit. The vendor is then taken off payment hold and the check is printed.

The scheduled payment date is the date that the submitting department wants the check to be printed. When the system check production date equals the scheduled payment date, a check is printed.

It is a common misunderstanding in NJCFS that a check is printed as soon as a payment voucher is posted. Until the two conditions mentioned above are satisfied, no check will be issued.

### **CASH RECEIPTS**

The Office of Management and Budget's Financial Reporting and Accounting sections are experiencing problems with agency cash receipts. In an attempt to rectify these problems, the following reminders are provided:

- Each bank deposit slip MUST be recorded as a separate Cash Receipt. Do

NOT enter multiple deposits as a single cash receipt.

- Cash Receipts should be entered on an ongoing basis. Agencies are not posting Cash Receipts on a current basis. If you have not started processing your Cash Receipts, please contact Bill Shannon at 609-292-7008.

- Cash Receipts contain Bank Account Code errors. Never use bank code 'AA'. If you are unsure or need assistance with a bank code, please contact Bill Shannon.

- Bank-initiated adjustments are entered by Cash Accounting, whereas agency keying errors must be corrected by the agency.

- Always use the bank validation date for the Deposit Date.

### **Unprocessed Cash Receipt Documents on Suspense File**

The Suspense File contains a large number of unapproved Cash Receipt documents. Agencies are reminded to scan and approve documents daily. Agencies unsure of their revenue accounts and/or experiencing problems coding documents should contact their Accounting/Agency Support Staff Analyst (see listing on last page).

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### **ESTIMATED RECEIPTS - FISCAL YEAR 1994**

The Accounting/Agency Support staff is currently reviewing estimated receipt accounts in which no actual receipts have been recorded to date. After taking into consideration the nature of the account and the time frame in which revenue is normally received, a decision will be made as to whether the estimated receipt which has been established is justified. In cases where it is determined that the estimated receipt has improperly inflated an agency's budget authority, **THE ESTIMATED RECEIPT AMOUNTS WILL BE REDUCED PROPORTIONATELY OR REMOVED COMPLETELY.** For this reason, it is imperative that agencies record collected revenues as soon as they are received and that they ensure that revenues are properly posted against estimated receipts.

### **ESTIMATED RECEIPTS - FISCAL YEAR 1995**

The Office of Management and Budget (OMB) intends to automate Revolving (3XX) and Dedicated (4XX) estimated receipt accounts for Fiscal Year 1995. Accounts with budgeted estimates (excluding language provisions) will

have amounts passed from the Integrated Planning & Budget System (IPB) to NJCFS. Reports providing account/amount detail will be available to agencies.

### **RELIEVING ACCOUNTS RECEIVABLE**

The Accounting/Agency Support Staff will review accounts with open fiscal year 1993 invoices. Revenue received for these accounts must be used to relieve open invoices prior to posting fiscal year 1994 receipts. Agencies unsure of their open invoice status or instructions on coding documents should contact their Accounting/Agency Support Staff Analyst.

### **UA AND AV BUG**

A system "bug" has been detected in processing intra-governmental payment vouchers UA and AV. A modification is in the works to correct the problem, but until it is in place, the bug can be avoided by careful coding of those intra-governmental payments by agency users.

#### **Description of the Problem**

When a decrease (D) is coded on the buyer line of a UA or AV payment and a revenue source is

coded on the seller's side, the seller's revenue is correctly reduced on the Revenue Budget (REVB) and the Ledger (LDGR). However, the Seller's Actual Receipts field on the Appropriation (APPR) is incorrectly increased.

#### **Temporary Solution**

Intra-governmental payments can continue to be entered; however, to avoid the error caused by the system bug, **no Buyer entries requiring a "D" indicator should be made.** For alternate coding instructions and more information concerning this problem, call Vince Marcello, System Control 609-292-5014.

Agencies will be notified when the modification to correct the system bug has been installed.

### **NJCFS MODIFICATIONS**

The following modifications have been made to the NJCFS in an effort to refine the system as well as to make it more responsive to the needs of the users:

#### **Expense Budget Edit Change**

A recent change to the NJCFS no longer allows Expense Budget (EB)

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transactions to reference NJCFS appropriations which contain a "0" in the IPB Object field. If the IPB Object field is "0" on the Appropriation Table (APPR), the system has been modified to display the following error message: "NJR2E-Object Not In Sync With IPB". This prevents the establishment of expense budgets (and, therefore, the processing of expenditure transactions) against what was previously a control account in NJFIS.

The NJCFS IPB Object "0" appropriation accounts were set up during the conversion of NJFIS to NJCFS and must now have any funds in them transferred to the correct NJCFS appropriation account before expenditures can be processed.

### **Payment Date Modification**

The transaction date on a Payment Voucher will now default to the current date on which it was posted to the system. Any other date entered will now be overlaid with the system-generated current date when an edit is performed. When a Payment Voucher is first entered, the current date will automatically default; however, when the transaction is formally posted by the agency, the system will then overlay that day's date as the date of the

transaction. Agencies should keep this in mind when tracking payments.

### **New Payment Voucher Edit**

The Payee Reference field is now required to be filled out on all payment vouchers (U1, A1, UA, AV, PV) processed through NJCFS. If the Payee Reference field is left blank, the payment voucher will fail, displaying the error message "NJY7E-Must Enter Payee Reference". This edit has been added to NJCFS to insure that, for those payment types for which checks are generated by the system, information will be entered on the stubs to identify the purpose of the payment. ***NOTE:*** ***Something meaningful to the payee should be entered to avoid phone calls regarding the payment.***

### **GENERAL MESSAGE**

***PLEASE*** remember to check the General Messages for pertinent information regarding NJCFS.

### **STAFF ASSIGNMENTS**

Attached is the OMB, Accounting staff listing.

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## **STAFF ASSIGNMENTS**

### **ACCOUNTING/AGENCY SUPPORT**

Betty Jane Eddowes, Supervisor 609-292-5040

Any revenue questions regarding cash receipts (CR's, QR's, Q1's), revenue modifications (RM's), invoices (IN's), and assigning of revenue source numbers, as well as questions regarding budgetary transactions (AP's and RB's), should be directed to the appropriate individual listed below:

Kim Shidlowski 609-292-5259  
Departments: Law & Public Safety  
Transportation

Carleen Burrows 609-984-5818  
Departments: Community Affairs  
Commerce  
Corrections  
Labor  
Higher Education  
State

Patti Fatatis 609-984-5207  
Departments: Banking  
DEPE (4865-4929)  
Health  
Military  
Personnel  
Public Advocate  
Treasury

Debbie Johnson 609-292-3022  
Departments: Agriculture  
Chief Executive  
Education  
DEPE (4800-4861)  
Human Services  
Insurance  
Judiciary  
Legislature

Any questions regarding NJCFS training, user guides and the NJCFS Newsletter should be directed to the individuals listed below.

Michael Gallagher 609-984-5206  
Michele Salamon 609-984-6401  
Jim Smith 609-292-8917

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### SYSTEM CONTROL

1099 questions should be directed to Maggie Lauer at 609-292-8720. If Maggie is not available, contact Debbie Beck at 292-8721.

Report distribution questions should be directed to Bill Marshall at 609-292-0105.

### TRANSACTION APPROVAL AND ANALYSIS

Harry Fisher, Supervisor 609-984-5220

William Maughan 609-292-5004  
Federal Funds

Below is a listing of people who agency fiscal officers can contact when encountering problems with Agency Orders (AO's) and Transfers (TA's):

John Smout 609-292-0058  
Departments Banking  
Higher Education  
Human Services  
Personnel

Mieko Mansberger 609-292-0057  
Departments Environmental Protection  
Labor  
Military & Veterans' Affairs  
Judiciary

Sanjay Thaper 609-292-0064  
Departments Community Affairs  
Corrections  
Education  
State

Toni Pericoloso 609-633-8195  
Departments Commerce  
Heath  
Law & Public Safety  
Public Advocate

Orest Mycyk 609-292-0051  
Departments Agriculture  
Insurance  
Transportation  
Treasury

Jessica Bodnar 609-292-8173  
Departments Governor's Office  
Legislature  
Miscellaneous Commissions